

Event Notification Form: Business

This letter is to inform you of a Special Event that will be taking place on your street and could have an effect on your business. This Special Event is being granted a permit and will be a community-wide function. Please see below for the event details. Also, feel free to contact the Event Producer if you would like to take part in the event. Our goal is to make this event a positive experience for you and your business.

Event Details:

Event Day/s: _____

Event Hours: _____

Event Description:

Street Closures involved with Event:

A) Street: _____ from _____ to _____

Times: Initially Closed: _____ Opened Back Up: _____

B) Street: _____ from _____ to _____

Times: Initially Closed: _____ Opened Back Up: _____

C) Street: _____ from _____ to _____

Times: Initially Closed: _____ Opened Back Up: _____

Parking Areas involved with Event:Will On-Street Parking be Effectuated? ☐ Yes ☐ No

Planned Parking Areas:

Patrons Attending Event: _____

Workers/Vendors for Event: _____

Event Producer Contact Information: Please contact event producer with problems or concerns.

Name: _____ On-Site Contact Number: _____

Event Website: _____